

# BYLAWS OF KEY CITIES CONSERVATION CLUB

*Adopted 10/20/2016*

# Table of Contents

Table of Contents .....	2
ARTICLE 1 – MEMBERSHIP .....	5
Section 1 – Acceptance of new membership applications .....	5
Section 2 – Eligibility for Membership .....	5
Section 3 – Membership Types and Definition .....	5
Membership Definition .....	5
Membership Types .....	5
Section 4 – Rights and Responsibilities of Voting Members .....	6
Rights.....	6
Responsibilities .....	6
Section 5 –Terms, Dues and Membership Fees .....	6
Membership Terms.....	6
Renewals.....	6
Dues and Fees .....	6
Section 6 – Resignation.....	6
Section 7 – Discipline and removal of a member.....	7
Suspension of range and property privileges .....	7
Removal of a member.....	7
ARTICLE 2 – MEETING OF MEMBERS .....	8
Section 1 – Regular Meetings .....	8
Section 2 – Annual Meetings .....	8
Section 3 – Special Meetings .....	8
Section 4 – Notice of Meetings.....	8
Section 5 – Quorum .....	8
Section 6 – Voting .....	8
ARTICLE 3 – BOARD OF DIRECTORS .....	9
Section 1 – Board Role, Size, and Compensation.....	9
Section 2 – Eligibility .....	9
Officers.....	9
Directors.....	9

Section 3 – Responsibilities..... 9

Section 4 – Terms..... 9

Section 5 – Board Elections and Procedures ..... 9

    Officers..... 9

    Directors..... 9

    Nominations..... 9

    Election Procedures ..... 10

Section 6 – Vacancies..... 10

Section 7– Resignation, termination, and absences..... 10

Section 8– Meetings and Notice ..... 10

    Meetings ..... 10

    Notice..... 10

Section 9 – Special meetings..... 10

Section 10 – Quorum ..... 10

Section 11 – Discipline and removal of a board member or officer ..... 11

ARTICLE 4 – COMMITTEES..... 12

    Section 1 – Committee Member Eligibility ..... 12

    Section 2 – Committee Formation..... 12

    Section 3 – Standing Committees ..... 12

        Executive Committee ..... 12

        Finance Committee ..... 12

        Communications Committee ..... 12

        Membership Committee..... 12

        Conservation Committee ..... 12

        Grounds Committee..... 13

        Youth Activities Committee ..... 13

        Handgun & Rifle Sports Committee..... 13

        Shotgun Sports Committee..... 13

        Archery Committee..... 13

        Construction Committee..... 14

        Education Committee ..... 14

        Fund Raising & Donations Committee ..... 14

        Safety Committee ..... 14

ARTICLE 5 — COLLECTION AND DISBURSEMENT OF CLUB FUNDS..... 15  
    Section 1 – Collection of Funds ..... 15  
    Section 2 – Disbursement of Funds & Financial Statements ..... 15  
        Budget ..... 15  
        Non-Budgeted Expenditures..... 15  
        Financial Controls..... 15  
        Fiscal Year..... 15  
        Financial Reports..... 15  
ARTICLE 6 — PARLEMENTARY PROCEDURE..... 16  
ARTICLE 7 — AMENDMENTS..... 17

## ARTICLE 1 – MEMBERSHIP

### Section 1 – Acceptance of new membership applications

With a 2/3 vote the board of directors can decide to open or close membership. If membership is closed, “We are currently not accepting new memberships” must be posted on the Club website and posted in the Club newsletter.

### Section 2 – Eligibility for Membership

Any person 18 years of age and over expressing an interest in the purposes of this Club and a willingness to abide by the articles of incorporation, bylaws, standard operating procedures and rules may become an active member by meeting with a membership committee member or a designee of the membership committee and paying the appropriate dues and membership fees of the Club.

### Section 3 – Membership Types and Definition

#### Membership Definition

Memberships are considered “family” memberships unless otherwise noted. They shall include spouse, children and grandchildren (provided that a legal guardian has signed all required membership documents) less than 18 years of age. When a child that is part of a family membership turns 18 years of age, they may obtain their own membership at the published new member rates if they choose to be a member.

#### Membership Types

##### *Voting Memberships*

A member must be 18 or older to be eligible to vote.

1. Full Membership – This is an annual membership that gives members the privilege of full use and access to the Club grounds.
2. Life Membership – This grants the holder and spouse a lifetime membership in the Club with all rights and privileges as a full membership. Life memberships are not transferable to the children of parent members. Upon the death of a life member, the life membership will continue for the surviving spouse. If the surviving spouse re-marries, the life membership will be extended to the new partner and any of their children under 18 years of age.

##### *Non-Voting Memberships*

The board of directors shall have the right to define non-voting categories of membership or offer non-voting memberships to families as the board determines appropriate.

1. Provisional Membership – This membership will allow a family to participate in official Club sponsored events (e.g. trap league). Access to the Club property will be restricted to only attend Club sponsored events.
2. Sponsored Youth Membership – This membership shall be issued to an individual under 18 years of age whose parents do not wish to join but will allow their child to do so. The legal guardian and sponsor must both sign all required membership documents. This child must be sponsored and accompanied by the sponsoring Club member while on club property.

## Section 4 – Rights and Responsibilities of Voting Members

### Rights

1. To vote on all matters concerning the articles of incorporation and bylaws
2. To elect and hold officers and directors accountable for their actions
3. To hold, after being properly elected, any office that is provided for in the articles of incorporation, the bylaws or chart of committees
4. To attend membership meetings of the Club and to participate in all activities of the Club
5. To request disciplinary proceedings as outlined by the Club's parliamentary authority, of any member, officer or director of the Club

### Responsibilities

1. Abides by all Club rules and regulations set forth in the articles of incorporation, bylaws and standard operating procedures
2. Provides proof of membership when requested
3. Conducts oneself in an acceptable and appropriate manner at meetings, on Club property and at other Club functions
4. Assists and supports the causes and projects of the Club
5. Monitors the Club newsletter or website for meeting notices, range closings and other important information
6. Reminds other members of the Club's safety rules and reports violations of the safety rules to the board of directors within 24 hours of the event

## Section 5 – Terms, Dues and Membership Fees

### Membership Terms

With the exception of life members, all memberships will have a term of 1 year starting on the date of membership purchase or renewal.

### Renewals

Memberships are eligible to renew at published renewal rates provided the membership has not exceeded 60 days from the membership annual anniversary date. If a membership has lapsed for more than 60 days from the annual anniversary date, the member will be subject to the published rate for a new member to gain reinstatement of Club membership.

### Dues and Fees

The dues and fees shall be collected by the membership committee or a designee of the membership committee. The amounts of the dues and fees will be recommended to the board of directors by the membership committee and voted on by the general membership. The Club reserves the right to set membership dues and fees.

## Section 6 – Resignation

Members may resign by filing a written resignation with the secretary and returning all Club property including key access cards. Resignation shall not relieve a member of unpaid dues or other charges previously accrued, but will forfeit all of the rights of membership. Resignation will not entitle the member to a refund.

## Section 7 – Discipline and removal of a member

### Suspension of range and property privileges

A member can have their range and property rights suspended for a violation of the Club's safety rules or for failure to comply with a verbal instruction by a range safety officer or event leader or for a range safety officer or event leader witnessing behavior violating the Club's safety rules. Members will be asked to leave the property and their key and property privileges will be revoked pending formal charges to be made by the board of directors within 30 days of the suspension. Detailed notification to the board of directors must be made in writing by the range safety officer or event leader issuing the suspension within 24 hours of the event. The suspended member will be brought up for review at the next meeting of the board of directors, which will decide to either lift the suspension or proceed with disciplinary proceedings as outlined by the Club's parliamentary authority.

### Removal of a member

At the request of any member, director or officer, charges can be brought up against any member. The Club's parliamentary authority will be used to investigate and if necessary conduct formal proceedings.

## ARTICLE 2 – MEETING OF MEMBERS

### Section 1 – Regular Meetings

The regular meetings of the members of this Club shall be held a minimum of ten times per year on a monthly basis. The specific time, date and place of that meeting shall be designated by the board of directors.

### Section 2 – Annual Meetings

Annual meetings of the Club shall take place in the month of December. The specific time, date and place of that meeting shall be designated by the board of directors. At the annual meeting the members shall elect directors and officers. A copy of the certificate of incorporation and bylaws including all amendments shall be available for inspection at each annual meeting.

### Section 3 – Special Meetings

Special meetings may be called by the president, the executive committee or a simple majority of the board of directors. A petition signed by twenty voting members may also call a special meeting. Special meetings are subject to Article 2, Section 4 “Notice of Meetings”.

### Section 4 – Notice of Meetings

Notice of meetings will be provided electronically or in writing. Notice must be given at least 5 days before the meeting. Notice shall not be given more than 60 days before the meeting.

### Section 5 – Quorum

A quorum is achieved by having at least 20 voting members present.

### Section 6 – Voting

Unless otherwise stated, all voting will be done by a simple majority vote of all present members.

## ARTICLE 3 – BOARD OF DIRECTORS

### Section 1 – Board Role, Size, and Compensation

The board of directors consists of 4 officers (President, Vice President, Secretary and Treasurer) and a minimum of 9, and maximum of 16, directors. The board shall be the governing body of the Club and shall have general control over all appointed committees and the management of all affairs and funds of the Club. Neither the board of directors nor the officers of the Club receive compensation for their duties on the board.

### Section 2 – Eligibility

#### Officers

To become an officer of the Club, a person must be a regular member in good standing for three years, one of which has been served as a director of the board.

#### Directors

To become a director, one must be a voting member in good standing.

### Section 3 – Responsibilities

1. Faithfully works toward the purposes of the Club and prioritizes the best interests of the membership
2. Sits on a committee
3. Attends more than half of the board of directors meetings
4. Debates and votes on matters that are brought before the board

### Section 4 – Terms

Terms begin the month after the election. Appointed positions will begin as determined by the board.

Officers and directors shall hold office for a term of two years and until their successors are elected.

### Section 5 – Board Elections and Procedures

The board of directors of the Club shall be elected at the annual meeting. This election will fill such offices as are expired or vacant.

#### Officers

The president and secretary will be elected in even-numbered years and the vice president and treasurer in odd-numbered years.

#### Directors

One half of the directors will be elected in even-numbered years and the other half in odd-numbered years.

#### Nominations

Nominations for officers and directors shall be made by ballot 30 days before the annual meeting. A nomination ballot and a list of offices eligible for election will be published in the Club newsletter or on the Club website 60 days before the annual meeting. Nomination ballots must be returned 30 days before the annual meeting.

## Election Procedures

Elections will be held at the Club's annual meeting. The election ballots will be pre-printed before the meeting allowing space for write-in candidates for directors. The presiding officer will appoint tellers to distribute, collect and count the ballots.

For director positions, each voter will cast a number of votes up to the number of vacancies on the board. The total number of votes received by each candidate will be tallied. The tellers will present a written tally of all ballots received to the presiding officer. Director positions will be given to the candidates who received the greatest number of votes, until the vacant positions are filled. In case of a tie for the last vacant director position, a run-off election will be held.

For officer positions, each voter will cast one vote per open position. An officer position will be given to the candidate who received the greatest number of votes. In case of a tie, a run-off election will be held. If only one candidate has been nominated for an officer position, the presiding officer will simply declare the nominee elected.

The presiding officer will read off the election results before the end of the meeting.

## Section 6 – Vacancies

In the event of vacancies on the executive committee, the board will appoint a director to fill such un-expired term with the exception of the removal or resignation of the president which results in the vice-president assuming that role. In the event of a vacancy on the board of directors, the board will appoint a member to fill the un-expired term.

## Section 7– Resignation, termination, and absences

Board members may resign by filing a written resignation with the secretary. A board member's term will be automatically terminated if they fail to attend more than half of the board meetings.

## Section 8– Meetings and Notice

### Meetings

The board of directors shall meet at the call of the president or when requested by two or more members of the board. Board meetings are conducted in executive session; only members of the board and invited guests can attend. Guests must be invited by a member of the board and may only give input on a specific issue. They may answer questions specific to the topic and then are required to leave.

### Notice

Notice must be given at least two days before a board meeting. Notice shall not be given more than 60 days before the meeting. Notice of board meetings will be provided electronically or in writing.

## Section 9 – Special meetings

Special meetings may be called by the president, the executive committee, or a simple majority of the board of directors.

## Section 10 – Quorum

A quorum is achieved by having at least 60% of the currently elected or appointed directors present.

## Section 11 – Discipline and removal of a board member or officer

At the request of any member, director or officer, charges in writing can be brought up against a board member or officer. The Club's parliamentary authority will be used to investigate and, if necessary, conduct disciplinary proceedings.

## ARTICLE 4 – COMMITTEES

### Section 1 – Committee Member Eligibility

Any voting member is eligible to sit on a committee at the request of a committee chair. Committee chairs must be board members. The Club president is automatically an ex officio member of all committees.

### Section 2 – Committee Formation

The board may create committees as needed. The president appoints all committee chairs.

### Section 3 – Standing Committees

#### Executive Committee

The four officers serve as the members of the executive committee. Except for the power to amend the articles of incorporation and bylaws, the executive committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

#### Finance Committee

The treasurer is the chair of the finance committee, which includes up to three other board members. The finance committee is responsible for developing and reviewing fiscal procedures, and the annual budget with other board members.

#### Communications Committee

##### *Responsibilities*

- Publishes the Club newsletter
- Maintains the Club website
- Photographs Club events
- Maintains photo albums (physical and/or electronic)
- Manages the Club's social media
- Maintains Club memorabilia
- Organizes event displays for the Club

#### Membership Committee

##### *Responsibilities*

- Solicits new members
- Maintains membership lists
- Collects dues
- Orients new members
- Manages gate key disbursement

#### Conservation Committee

##### *Responsibilities*

- Builds and maintains bird houses and nests
- Coordinates feeding of wildlife
- Improves habitat

- Informs Club on legislative happenings related to conservation

#### Grounds Committee

##### *Responsibilities*

- Maintains or arranges maintenance for the Club grounds
- Organizes clean up days and highway cleanup, if participating

#### Youth Activities Committee

##### *Responsibilities*

- Develops and organizes youth activities within and outside the Club
- Organizes youth day
- Acts as Club liaison to the 4H shooting sports

#### Handgun & Rifle Sports Committee

##### *Responsibilities*

- Manages competitive and non-competitive handgun and rifle events such as:
  - Bowling pin shoots
  - Steel shoots
  - IDPA/USPSA
  - Silhouette shoots
- Works with the safety committee to develop event safety protocols
- Works with the grounds committee to ensure a clean and safe shooting environment
- Maintains or arranges maintenance for the handgun and rifle range
- Maintains range lead deposit records

#### Shotgun Sports Committee

##### *Responsibilities*

- Manages competitive and non-competitive shotgun events such as:
  - Adult trap league
  - Sunday open trap
  - 5 - Stand
- Works with the safety committee to develop event safety protocol
- Works with the grounds committee to ensure a clean and safe shooting environment
- Maintains or arranges maintenance for the shotgun ranges

#### Archery Committee

##### *Responsibilities*

- Manages competitive and non-competitive events such as:
  - Archery shoots
  - Knife/tomahawk throwing
- Works with the safety committee to develop event safety protocol
- Works with the grounds committee to ensure a clean and safe shooting environment
- Maintains or arranges maintenance for the archery & tomahawk ranges

## Construction Committee

### *Responsibilities*

- Plans and executes construction and repair projects approved by the Club

## Education Committee

### *Responsibilities*

- Organizes educational events related to the Club's purpose and membership interest e.g. firearms safety

## Fund Raising & Donations Committee

### *Responsibilities*

- Solicits donations from the general public
- Plans and oversees fundraising events
- Reviews donation requests and makes recommendations on them

## Safety Committee

### *Responsibilities*

- Reviews range safety procedures
- Inspects shooting areas for unsafe conditions and has the authority to close a range due to safety concerns with notification to the board of directors
- Maintains first aid kits & AED
- Maintains range lead deposit records

## ARTICLE 5 – COLLECTION AND DISBURSEMENT OF CLUB FUNDS

### Section 1 – Collection of Funds

All incoming funds must be accompanied by a form stating the amount and the source.

### Section 2 – Disbursement of Funds & Financial Statements

#### Budget

The board must approve the budget which must then be passed by membership. Any change in the budget must be approved by the board and membership. The board may deviate from the original budgeted operational expenses as needed for the continued operation of the club. All deviations must be reported at the next membership meeting.

#### Non-Budgeted Expenditures

All non-budgeted expenditures must be reported at the next board meeting.

The president without prior approval of the board or membership can spend up to \$250 between board meetings.

The executive committee without prior approval of the board or membership can spend up to \$1000 per incident.

#### Financial Controls

Officers may sign checks if their name appears on the signature card at the financial institution.

All incidental expenses paid out or reimbursed must have a payment request including a receipt if available.

All incoming funds shall be deposited by the treasurer or a director designated by the treasurer.

#### Fiscal Year

The fiscal year ends December 31<sup>st</sup>.

#### Financial Reports

The financial records are property of the Club and shall be made available to the membership and the public upon request.

*Monthly:* A income statement to be presented monthly, including the current checkbook & petty cash balances, and all other cash instruments held by the Club.

*Annual:* A Fiscal year income statement including the ending checkbook balance, petty cash balance, accounts payable balances, if any, and all other cash instruments held by the Club are to be submitted to the board no later than the following February board meeting.

## ARTICLE 6 – PARLEMENTARY PROCEDURE

The Club adopts Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition as its parliamentary authority.

## ARTICLE 7 – AMENDMENTS

These bylaws may be amended at any regular meeting of the Club by a two-thirds majority vote of the members present provided said amendment has been proposed and discussed at a previous regular meeting.

### Notice

A reasonable attempt to notify the voting members of the Club shall be made through official Club communications of the proposed amendments and the time and place of the final voting.